Previous references.

File No. 233-14

1914.

Serial Nos. 142

(Gen. Dept.)

Later references.

G.M 233-14
S.S.8
C.B. 23-18 A C 28
CS 175-21 (Confdl)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 142

Part B. for November 1914.

SUBJECT.

Revised form of progress Reports re the work done by graded Officers.

---

1. To The Hon: Secy: Certain Offices & Secs: of Depts
No: G 5256-93 & 23. 11. 1914.
Prescribes a revised form of confidential reports re the work done by graded officers

2. To The Superr: Govt Press. No: G 5350 & 26. 11. 14.
Requests that sufficient forms prescribed above may be stocked for supply to Offices concerned for use on indent.

G. R. S. 58

Register of Letters

G. R. S. 11] 1914-15

GENERAL AND REVENUE SECRETARIAT.

(Gen: Rise)

NOTES.

File No 233-14

FILE HEADING.

Revision of the form of Confidential Reports regarding the work done by Graded Officers.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

Secretary's order on the draft:-

Approved.

Initialled D. M. N.

22.11

NOTES—First Sheet.

GPB—20,000—8-8-14

Serial No.

Dewan's order on the confidential reports on the work done by graded officers of the Revenue Department for the half year ending 31st December 1912.

****

As suggested by the Second Councillor, Messrs: Chandy and Krishna Iyer may be asked to record their opinions of the officers in the Districts which they left recently.

As regards the general question of improving the form of these reports so as to make them more useful, I shall be obliged if the First and Second Councillors will kindly consult each other and suggest a form which would elucidate full and accurate information as regards each officer on the following among other matters:-

i. The officer's administrative capacity and tact

ii. His punctuality and despatch of work

iii. His relation with his superiors, his subordinates and the general public

iv. His work as a touring officer

v. Whether his industry is ordinary or above the average, &c., &c., &c.

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

Serial No.

Note

+ Flag M

Under G. O. No. G.8089-105/G.M.346-06-1 dated 26th June 1907, all superior officers are required to submit half yearly confidential reports in the form appended to the order regarding the work done by graded officers of all departments of the rank of Assistant Commissioner.

2. The opinion of the superior officers regarding the nature of service rendered by the officer reported on is recorded under column 6 of the form. It is found that it is often expressed in such brief vague and general terms as 'approved,' 'fair,' 'satisfactory' &c., conveying no adequate idea of the officer's work, capacity and character. If the reports are to serve any useful purpose it is necessary that they should contain a full, free and frank expression of the superior officer's opinion based on personal observation and recorded incidents of the officer reported on in respect of his capacity, character, administrative tact, relations with his superiors and subordinates &c. It is therefore proposed to amplify the present form of confidential reports specifying the various heads under which opinions should be given. The annexed draft form which is prepared on the lines of that applicable to Engineering Officers in British India with necessary modifications to suit our purposes and local

+ Flag L.

Flag R

NOTE—Contn. sheet.

GPE—65,000—17-C-12.

Serial No.

conditions is accordingly submitted for approval.

3. In this connection the desirability ~~of~~ ~~x~~ ~~m~~ ~~x~~ has been suggested of modifying the Government Order No. G.16 94-734/G.M.128-09-1 dated 16th September 1909 which directs that, in the case of the periodical confidential reports, whenever a particular report is unfavourable, it should be communicated to the officer concerned by the head of the department at the ~~time~~ time the report is submitted. The question of communicating unfavourable reports to the officers concerned has been fully discussed in the notes in the file relating to the issue of the above order. It will be seen that both the then Councillors (Messrs K.P. Puttanna Chetty and H.V.Nanjundaiyya) were opposed to such communication on the ground that it would stand in the way of the free and unreserved expression of opinion by the superior officers which is absolutely essential if the reports are to be of any value. His Highness however agreeing with the Dewan directed that the proposal to communicate adverse reports to the officers concerned might be given effect to and its working tried for a year.

4. The arrangement has now been in force for over three years, and the general impression seems to be that as was anticipated by the councillors it has

NOTE—Contn. sheet.

GPE—65,000—17-C-12.

Serial No.

not worked satiafactorily and that it has the effect of making the confidential reports loose all their value in enabling Government to have a correct opinion of their subordinate officers.

5. The pros and cons of this question have been so fully discussed by Mr. H.V.Nanjundiyya in his note in the file that there is little to be added to them. As observed by him there is no doubt a certain amount of danger in Government acting on the confidential reports against officers without their being informed of their contents and given an opportunity to explain them. But if the safe guards suggested by the 1st Councillor in his note referred to above are adopted and if it is made a rule that no action should be taken and no order passed by Government to the prejudice of an officer on the strength only of the Confidential reports against him before he is given an opportunity to explain them, the danger will be mostly minimised. A medium course may also be suggested of the unfavourable and disadvantageous reports about an officer being communicated to him confidentially by Government (through the Secretary) instead of the superior officer. The Government can then decide in what case and to what extent it may be necessary or desirable to communicate the unfavourable remarks to the officer concerned with a view to his

NOTE—Contn. sheet.

GPE—65,000—17-6-12.

6

General and Revenue Secretariat. | File No. of 191

Serial No.

knowing his shortcomings and correcting them or explaining the statements made against ~~them~~ him.

Dewan

25/5/13

OOD
25.5.13.

NOTE—Contn. sheet.

GPE—65,000—17-C-12.

G. 2

~~N O T E~~.

Circular Memorandum

(1) Half yearly qualification reports regarding Gazetted Officers are now received from the Revenue and other non-technical departments and are submitted to His Highness after consideration by the Dewan and the Councillors. But similar reports are not furnished by the Military, Public Works, Railway, Geological, Electrical and Prisons departments and the Departments of Agriculture and Industries and Commerce. The Secretariats concerned are requested to arrange to obtain these reports every half year and forward them to the Secretary, in the General and Revenue Departments, for being dealt with in the same manner as ~~the other~~ confidential reports received from other departments. The Confidential reports for the half-year ended ~~ing~~ ~~with~~ 30th June 1913 should be ~~sent~~ submitted by the end of November and those for the subsequent half years within ~~one month~~ six weeks after the close of the half year to which they relate.

Secy Gen & Rev Depts

(2) Secretary,

Kindly verify statements in the circular memorandum and say whether there are any objections to the issue of the memorandum from your office.

27.10.13.

(Secretary, Gen. & Rev. Departments.)

-do- Edn. & Agri. -do-

-do- Public Works Department.

-do- for Railways.

-do- Geological Department

8

Serial No.

(3) It is ascertained that annual Confidential reports about the Gazetted officers of the P. W. Deptt: are being received in the P. W. Secretariat, and that no such reports are being maintained in the Geological Secretariat.

Submitted.

RS 5/11/13

(4) How [illegible]

(5) How are his confidential reports received in the P W Deptt dealt with? Are they circulated to Council meetings to M M, as is being done [illegible] Confidential reports received in P W D - That may be ascertained

[illegible]

NOTE—Contn. sheet.

Serial No.

(6) The confidential reports of officers of the Public Works Department are recorded in the P. W. Secretariat and are not submitted to Govt.

PWD.
10.11.13

(7) Submitted with refce: to para 5 Supra.

RD
10-11-13

(8) It is understood that no periodical confidential reports are received in the Home Secretariat except in the P W D about the gazetted officers in their Department.

(9) In the P W D Secretariat, confidential reports are said to be recorded on the prescribed recommendatory Rolls which are submitted annually by the Executive Engrs through the Supdg Engr to the Home Secretariat × pursuant. But their reports are filed in the Chief Engrs office & are not communicated to Govt.

× 7 lines R.

(10) It is desirable that a form should be prescribed in which the half yearly confidential reports to be obtained about gazetted officers of all departments shd be submitted. I have already submitted for the Govt's approval a form of confidential report in my note of 25/5/13. If this form is approved with such alterations as the Govt considers necessary

NOTE—Contn. sheet.

General and Revenue Secretariat.

File No. of 191 10

Serial No.

this Secretariat in the various Depts may be asked to adopt this form.

(2) Instead of ~~communicating~~ communicating the Dewan's order to the Asst Secretaries in this form & a circular memorandum as per drafts on page 1, I think it will be better to address them in letter form. I have accordingly submitted the drafts & a circular letter to them for the Dewan's approval & Asst Secy's

23
12/11/13

6069
13-11-13

Dewan

GBB—20,000—20-1-12

29-11-1913.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

Question of requesting the Heads of certain technical Departments to send up Confidential Reports on the Gazetted officers employed in their Departments as well as prescribing a more suitable form of Confl. Reports in lieu of the existing ~~form~~ one.

CIRCULATED TO COUNCILLORS.

By Order,

29-11-1913.

Secretary to Government.

First Councillor.

Second Councillor.

12

Memo.

—

(2) The accompa-
-nying *3 files, wh-
-ich relate to the ques-
-tion of requiring
the heads of cer-
-tain technical
departments to send
up confidential re-
-ports on the Ga-
-zetted officers em-
-ployed in their
departments as
well as prescribing
a revised form of
Confl. reports are
forwarded herewith-
These papers may
be circulated to the
Councillors & brought
up at the next

* Dr. no 5560
" 6069
& 25. 5. 1913.

C. Secretary
circulate
29/11

meeting of Council-

(13) It is very desirable that the existing form of the report should be revised, and a more suitable form prescribed for general use in all depts.

29.11.13
RB

(14) I have made certain suggestions for alteration & make the form suit all departments, and to remove certain superfluous items. Six months seems to be too short a period to give useful opinions on the character of an officer, and it seems also un-

Serial No.

likely that any important Changes will occur in general Character & habits of a man in ~~the~~ such short intervals. Now that the report is to be made more elaborate & is likely to give Considerable work to Offrs preparing ~~the~~ ~~so~~ it, we may make it yearly instead of half Yearly.

(15) I think also that it would be better to make a list of Offrs required to send up such reports, and of Officers about whom they shd report. E.g. I would require only Dy Crs (& not Asstt Crs) to send up such reports about Amildars.

NOTE—Contn. sheet.

30/11/13

GPB—65,000—17-6-12.

4/12

C. Section
Note for the record
Communicated

Serial No.

The case was considered at the Council meeting held on the 16th inst.

It was decided that all further appeals & pets (including Dept'l enq's, D'l Judge, Sup'l Engr's etc) shd be included in the list & appeals shd be reported on. Every half year, a list shd be prepared & it was ordered that the record accordingly.

As regards subordinate officers the Dewan considered that qualifications, reports, character & work shd be maintained in duplicate, one in the office in which the off. Employed & the other in that & the immediate superior off.

~~The Chairman's note was read~~ by the Secretary.

16/7

GPB—65,000—17-3-12

Serial No.

A ~~fuller~~ statement of salaried officers & all records & in respect of whom the Council considered it necessary to obtain & maintain a record & confidential reports is put up with a draft order. Presents the form & report applicable to all.

Another draft is prescribing the maintenance of a register of qualifications & character rolls in respect of the officials employed in each office is also submitted for approval. I had introduced such a Register with successful results in the Kadur Dist when I was in charge of it. In the draft provision is made for the Regr to be maintained of in the office wherein the offrs are employed, as the chances of the Regr are remote & the labor & trouble of sending periodical extracts & copies from it to the higher offices will not be commensurate with the advantages to be gained by it. However, if it is considered that the maintenance of the Regr in duplicate is very necessary, the drafts may be modified as indicated in pencil

Devas

NOTE—Contn. sheet.

7390
31.1.94.

GPB—65,000—17-6-12.

29/1

GOVERNMENT OF MYSORE

General and Revenue Secretariat,

Bangalore, 19. 2. 1914.

Dear Mr Lakshmana Rao

I herewith send the file relating to the revision of the forms of confidential reports. When I submitted it to him last evening, he asked me to hand it over to you for being submitted to him & obtain his orders in camp.

You will see there are two drafts on the file — one a draft of a

prescribing his form & regulations to be adopted for packet offices and authorizing him maintenance & a conduct & Quarantine rule in respect of his Majesty's subjects.

I am to desire that you will lay before the Board for their orders as early as possible.

I am &c.

W. Huskisson

No. C. 50.

17.7.1914.

18

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(1) Question of prescribing a form of confidential reports for the lent officers.

(2) Revision of the form of confidential reports; and

(3) Scheme of preparing confidential reports ~~on~~ in regard to all officers drawing Rs.800/- and above.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Narasinga Rao.

17th July 1914.

Offg. *Secretary to Government.*

Extraordinary Member of Council. 9.8.14.

First Member of Council. 7/7

Rec'd 21/7/14

Second Member of Council. 21/8

GPB—1,000—3-2-14

G.R.S. 15]

Facing sheet for Cases included in the schedule appended to Notification No. 36 of the 8th Aug. 1902.

GENERAL AND REVENUE SECRETARIAT

SUBJECT

(1) Question of prescribing a form of confidential reports for the lent officers.
(2) Revision of the form of confidential reports; and
(3) Scheme of preparing confidential reports on all officers drawing Rs.800/- and above.

	Date	Initial of Officer himself or responsible Deputy
Received in the Secretariat		
Submitted to Secretary		
Submitted by Secretary to Dewan or Councillor in charge		
Returned to Secretary		
Circulated by Secretary for Council ...	17. 7. 94.	
Forwarded by Councillor		
Forwarded by Councillor		
Received in Secretariat		
Considered in Council		
Submitted to the Dewan		
Submitted to His Highness		
Orders passed by His Highness		
Final Orders issued		
Circulated to Councillors		
Passed on by the Councillor ...		
Returned to Secretary by Councillor ...		

GBPM—8-6-1910—300

17.7.1914.

20

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

Revision of the form of Confidential Reports.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

17th July 1914. Offg. *Secretary to Government.*

Extraordinary Member of Council. T.S.14.

First Member of Council. 17/7/14

Read 21/7/14

Second Member of Council. 2/8

GPB—1,000—3-2-14

Extract from the Proceedings of the 331st Meeting
of the Council of His Highness the Maharaja,
held at Bangalore on the 26th August 1914.

2. SUBJECT. - (Outside the Schedule).

Revision of the form of confidential reports.

OPINION OF THE COUNCIL.

The draft order and form may be approved.

Sd. M.Visvesvaraya,
Dewan of Mysore.

"Extract"

D. M. Narasiyalas

Offg.Secretary to Government.

Serial No.

1349
5-9-14

A tidy copy of the draft order as revised in Council, (1) a printed proof copy of the Form as passed in Council (2) and a draft Submission (3) note are put up.

Dewan

Dewan Jagadisan
3/9

GPB—60,000—7-11-13

I consider the draft below regarding confidential reports suitable; but I think it is very necessary to add a new heading between 2. II & 2. III as shown in pencil. The new head is copied below.

15/9

"If the accounts of any office or department in his charge is subject to local audit or inspection by the Accounts Deptt., state whether any audit or inspection report was received during the half year and whether it was satisfactory."

It does not seem necessary to include this in the Report form which may now be submitted to His Highness. I will speak to the Comptroller on this matter.

12.11.14

GPB—65,000—17-6-12.

Proceedings of the Government of H.H. the Maharaja of Mysore.

Opinion of the Council

The draft-over and form may be approved.

26/9

Read -

Government Order No.G.8089-105/ G.M.346-06-1 dated the 26th June 1907, prescribing the submission of confidential reports regarding the work done by grade officers.

2. G.O.No.G.5986/G.M.258-10-1 dated the 19th April 1911 requiring the submission of such reports in the case of Educational officers of the grades A_I and A_{II} and special ~~xx~~ classes.

ORDER THEREON. - No.

Dated .....191 .

The confidential reports prescribed in the Government orders read above, are submitted only in the case of officers of certain Departments named therein. Even in the case of these officers the reports, in the form now adopted, do not efficiently serve their intended purpose owing to

various reasons. The heads of information prescribed are general and inadequate; and the opinions, often laconically recorded by the reporting officers, convey no adequate idea to the Government about the character and work of the officers concerned. No systematic record being maintained of the impressions formed from time to time by the reporting officers about those reported upon, reliance has often to be necessarily placed on memory.

2. With a view to remove these defects and to extend the scope of these confidential reports and to promote their utility, while safe-guarding the interests of the officers reported upon, Government are pleased to prescribe the annexed form of reports with suitable instructions for preparing the same.

3. A statement showing the reporting officers, the officers to be reported on and the mode of transmis-

sion

transmission of the reports is also appended hereto for the information and guidance of the ~~authorities~~ officers concerned.

4. It shall be incumbent on every reporting officer to regularly maintain in his own hand a hand-book of information required for confidential reports, in which brief particulars regarding the opinion arrived at by him and the case or incident concerned should be duly noted from time to time.

5. The hand-book should be delivered by every reporting officer to his successor whenever he ceases to hold ~~office~~ the office or charge concerned; and it should invariably be in the sole custody of the reporting officer.

~~6.~~ These reports should be submitted to Government half-yearly on or before the 20th July and the 20th January of each year.

INSTRUCTIONS. 27

Report on the character and work of ..... for the half-year ending.....

Note. - When the reports ~~of~~ about an officer are so unfavourable as to affect his promotion, the substance of the report ~~should~~ may be communicated to him by the Govt: for his explanation ~~before~~ and keep a record of the same. ~~action is taken thereon~~.

Toronto 26/9''

1. Name of officer reported on. .....
2. Rank and pay " " .....
3. Name of reporting officer. .....
4. Time which the officer has served under his orders. Years. Months.

(1) Instances bearing out the opinions expressed are to be given wherever practicable, and in the cases of questions 2 (II) and (III), 3 (I), ~~4 and 5 (II)~~, they are absolutely necessary if the answer is unfavourable.

(2) Anything specially creditable or discreditable to the officer should be mentioned, ~~even if not specially provided for~~, and all commendations or censures by Government referred to.

(3) If the work on which the officer is employed is specially important or arduous, the fact should be stated.

(4) If the officer has served under the reporting authority less than six months, the opinions of the officer under whom he has previously served should also be incorporated in the report; care being taken to indicate how

far the replies to questions are based on personal knowledge and how far on reports of other officers.

(5) The answers should be written against the printed questions by the reporting officer in his own hand.

25

REPORT ON THE CHARACTER AND WORK

OF Mr. .....

Years Months.

Service { Total: -
In grade:-

1. NATURE OF CHARGE.

I. Extent of charge.

II. Description of work on which the officer has been engaged.

III. Is the work unusually heavy or light? Has any change been effected in this respect on special grounds? If so, what was the reason?

2. DEPARTMENTAL EFFICIENCY.

I. Has he managed his work well during the half year?

II. Have supervising officers had occasion to find any serious fault with his work? Refer specifically to any official letters from superior officers praising or censuring him.

III. Are reports etc., received from him and orders, judgments, &c., passed by him carefully and lucidly prepared and do they show that he is well-qualified and an officer of sound judgment?

3. GENERAL BUSINESS HABITS.

I. Are his relations with those working with him generally cordial, and does he display good temper and tact in dealing with those with whom he is brought into contact?

II. Is his office in good order? Does he habitually delay in dealing with matters which can and ought to be disposed of promptly?

4. POWER OF MAKING ARRANGEMENTS FOR BUSINESS.

developing his work & the department as a whole, qualifications if any.

Has he initiated any new methods or arrangements and how do they work?

5. KNOWLEDGE OF PROCEDURE & ACCOUNTS.

I. Has he such a knowledge of departmental matters, procedure accounts &c., as to

enable him to efficiently control his office?

6. PROFESSIONAL KNOWLEDGE.

I. What is your opinion about the officer's ability and attainments?

II. Has he any special acquirements useful to the department in which he is employed or any other?

III. Has he a special aptitude for any particular class of work?

7. GENERAL QUALIFICATIONS.

I. Do you consider him to be zealous and energetic?

II. Is there anything in his work to show that his efficiency as a Government officer is impaired by his constitution or habits?

III. Is he quite ~~honest and~~ straightforward in his official dealings? Does he ~~induce~~ trust and respect of those who come into official relations with him?

8. PROMOTIONS.

If your report is decidedly unfavourable and is likely to result in his promotion being stopped, permanently or temporarily, state the axact grounds on which you consider this step would be justified.

REMARKS BY THE HEAD OF THE DEPARTMENT.

DEPARTMENT	OFFICER REPORTED UPON	REPORTING OFFICER	TO WHOM REPORTED.
1. REVENUE.	1. Deputy Commissioners.	Revenue Commissioner.	Government.
	2. Asstt: Commissioners in charge of Sub Divisions.		
	3. Asstt: Commissioners in charge of District Treasuries.	Deputy Commissioner.	Revenue Commissioner.
	4. Amildars and Dy. Amildars.		
2. JUDICIAL.	1. District Judges		
	2. Registrar, Chief Court.	Chief Court.	Government.
	3. Dy.Registrar, Chief Court.		
	4. Govt: Advocate.		
	5. Sub Judges.	District Judge.	Chief Court.
	6. Munsiffs.		
3. POLICE.	1. Superintendents & Asstt: Superintendents of Police attached to Distts.	Dy.Commissioner.	I.G. of Police.
	2. Assistant to the I.G. of Police.	I.G. of Police.	Government.

DEPARTMENT	OFFICER REPORTED UPON	REPORTING OFFICER	BY WHOM REPORTED.
4. SURVEY AND SETTLEMENT.	1. Dy.Superintendent. 2. Asstt: Superintendents. 3. Sub Assistant Superintendents.	Superintendent.	Government.
5. ACCOUNT DEPARTMENT.	1. Dy.Comptroller. 2. Asstt: Comptrollers. 3. Asstt: Examiner P.W. and Railway Branch. 4. Chief Superintendents.	Comptroller.	Government.
6. P.W.DEPARTMENT.	1. Superintending Engineers.	Chief Engineer.	Government.
	2. Executive Engineers.	Superintending Engineer.	Chief Engineer.
	3. Asst: and Sub Asstt: Engineers. 4. Supervisors.	Executive Engineer (thro' Superintending Engineer).	Chief Engineer.
7. FOREST.	1. Dy.Conservator. 2. Asstt: " 3. Sub Asstt: "	Dy.Commissioner.	Conservator.
	4. Superintendent, Forest Survey. 5. Officer in charge of Game Preserve 6. Personal Asstt: to Conservator.	Conservator.	Government.

DEPARTMENT	OFFICER REPORTED UPON	REPORTING OFFICER.	TO WHOM REPORTED.
8. EXCISE.	1. Asstt: to the Excise Commissioner and I.G. of Registration.	Excise Commissioner and I.G. of Registration.	Government.
	2. District Excise Officers.	Deputy Commissioner.	Excise Commissioner.
9. MEDICAL.	1. Personal Asstt: to the Senior Surgeon. 2. Civil Surgeons. 3. Asstt: "	Senior Surgeon.	Government.
	~~4.~~ Specialists.		
	5. Resident Medical Officer, Victoria Hospital; and Assistant Surgeons attached to the Victoria Hospital.	Medical officer in charge of the Victoria Hospital.	Senior Surgeon
10. EDUCATION.	1. Principals of Bangalore and Mysore Colleges. 2. Deputy I.G. of Education. 3. Circle Inspectors. 4. Asstt: to the I.G. of Education. 5. Superintendent, Industrial School, Mysore. 6. Supdt: Engineering School, Mysore.	I.G. of Education.	Government.

DEPARTMENT.	OFFICER REPORTED UPON	REPORTING OFFICER	TO WHOM REPORTED
EDUCATION 10. DEPARTMENT (Continued)	7. Curator, Oriental Library, Mysore.		
	8. Superintendent, Maharani's College, Mysore.	I.G. of Education.	Government.
	9. Superintendent, Mechanical Engineering School, Bangalore.		
	10. Educational officers of Class C.II, in the Bangalore and Mysore Colleges.	Principals of the Colleges.	I.G. of Education.
	11. Dy.Inspectors of Schools.	Circle Inspectors.	Government.
	12. Head Masters of High Schools.		
11. GEOLOGICAL.	1. Second State Geologist.		
	2. Asstt: Geologists	State Geologist.	Government.
	3. Registrar.		
	4. Inspector and Dy. Inspector of Mines.		
12. MILITARY.	1. Personal Asstt: to the Chief Commandant.		
	2. Chief Veterinary officer.	Chief Commandant, Mysore State Troops.	Government.

DEPARTMENT	OFFICER REPORTED UPON	REPORTING OFFICER	TO WHOM REPORTED.
13. JAIL.	Superintendents of Jails, Bangalore and Mysore.	I.G. of Prisons.	Government.
14. DEPARTMENT OF AGRICULTURE.	Assistant Chemists.	Director.	Government.
15. CO-OPERATIVE SOCIETIES.	Assistant to the Registrar.	Registrar.	Government.
16. CIVIL VETERINARY DEPTT:	Superintendent.	Revenue Commr:	-Do-
17. PUBLIC HEALTH.	Health Officers. District Sanitary officers.	Dy.Commissioner or Presidents of Municipalities.	Sanitary Commissioner.
18. MUNICIPALITIES.	Whole-time Vice-Presidents other than Honorary Vice-Presidents.	Presidents.	Government.
19. GOVERNMENT PRESS.	Assistant Superintendent.	Superintendent.	-Do-
20. ECONOMIC CONFERENCE. ?	1. Superintendents of selected Groups. 2. Secretaries to the several Committees.	Chairman ? ~~Presidents~~ of the Committees concerned under whom the Supdts: and Secretaries are respectively working.	Secretary to ~~the Economic Conference.~~ Govt.
21. SECRETARIATS.	1. Dy.Secretary. 2. Under-Secretaries. 3. Asstt: " 4. Registrar.	Secretary.	Government.

21

Submitted to His Highness.

A

The confidential reports prescribed in the Government Order dated the 26th June 1907 are submitted only in the case of officers of certain Departments named therein. Even in the case of these officers, the reports, in the form now adopted, do not sufficiently serve their intended purpose for various reasons. The heads of information prescribed are general and inadequate and the opinions often laconically recorded by the reporting officers, convey no adequate idea, to the Government, of the character and work of the officers concerned

2. With a view to remove these defects and to extend the scope and promote the utility of these reports with due safeguard to the interests of the officers reported upon, the Council consider that the accompanying draft order prescribing a more elaborate form for these reports and laying down suitable instructions for preparing and forwarding them to Government may be approved.

R

Draft for approval

3. The proposals of the Council may be approved.

BR

A. Vijayaraghavan
12.5.1914

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Revision of the form of confidential reports.

424

Order.

KRW

14/11/14

Secretary

C.S

Send manuscript copies today
Proofs to be RC before this
evening (Trial)
To issue tomorrow in print
before 4 PM Dated

P.S

Add addresses first page ale 18/11
in consultation Mr Seetharamaiah
of Mr T.
manuscript to be RC before 11 PM today Dated 18/11

D. O. No. 7r2052

THE PALACE 4/1
MYSORE.

D.O.No. 71
with 1 file

14th November 1914.

Secretary.
A clause may be added that the current half-year's report may be on the new form
16.11.14

Rec'd 7/11 2 pm
Date 17/11

My dear Sir,

I am directed to return File No.3150 dated 12-11-14. His Highness approves of the new form of confidential report but he would like a question inserted as to the moral character and reputation of the officer reported on and whether he is of strictly sober habits. Question No.7 III in the new form of report may perhaps be modified so as to provide for this information being furnished.

Yours sincerely,

M.Visvesvaraya Esq.,C.I.E.,

Dewan of Mysore,

Bangalore.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

A copy of the final proof of the G.O. as also draft of a covering docket are submd herewith.

2. The addresses have been added in consultation with Mr. Seetharamiah, Br V, as directed

3. The G.O. has been now marked confidential. So it will not appear in the Proceedgs. volume

4. The Supdt. Govt. Press may perhaps be requested to stock spare copies of the Forms and supply them to Heads of Depts. on indents. If approved, a para may be added to the G.O., so that the Heads of Depts. may also know where to obtain Forms.

5 ~~After all~~ The G.O. will have to be numbered & dated in Branch V. So ~~the~~ after approval of the proof, it will be sent to Br V for further necessary action & scrutiny, with the instructions of the Secy that the G.O. should be issued before 4 P.M. today.

Submd for orders

19/11 Sept 19.11.14

Mr Seetharamiah to kindly bring up in person

Subject to approval

Why not? The W.V. is also confidential

Subject to approval

A spare copy may be sent to Press also

Write to Press today to have spare copies ready — ~~for~~ for issue

19/11

19/11

To be ~~checked~~ carefully compared with the original & issued

Address V will kindly see through this proof & issue the G.O. (today) & take all necessary action

19/11

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-8-14

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Secy's orders

(1) Last line of The G. O.
"Report may be Submitted on the new form"

'On' may stand. It is suggested 'on' ~~is probably a Mistake for 'in'~~ 'in' for 'on' would perhaps be better

(2) Address List
Last line
The Secretary to Govt: Education & Agriculture Depts.

approved. Perhaps this Sr^d be.
Secretary Economic Conference

(3) Note to Instructions page 2
Do .. "Keep a record of the same"

Orders reserved. (a) What is the subject of Keep. Idea not clear.

(b) Does this present Go. supersede the orders of Sept^r 1909 & May 1910.

yes.

(4) It is suggested that wherever the "Authority to whom report is due" in the Statement is one other than Govt, the words "Govt thro" may be added to make it clear that all reports Sr^d be Subd to Govt.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Not recen^d.

GPB—10,000—10-6-14

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

(5) Page 8., ag[t] no 20.
'Secretary to Govt'
Shall this not be →
'Govt' Simply or
Secretary Economic
Conference →

yes.
Mm
18.4

Mm

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—20,000—1-6-14

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Please send this to the Press for immediately (d.o) for a final Proof as revised being submitted before 12 noon tomorrow

Council Section, Mar 19.11

A duplicate copy of the proof with the corrections neatly embodied has been sent to Press at 4 P.M.

Submitted with copy of clean proof (final) just received. May the order issue now

Secy) Mar 20/11

Please issue on Monday. & tomorrow. The copies enclosed by Diwan Sahib be carefully preserved in this file and the papers shd be returned: shown to me without delay Dues 21/11

Please issue today. Mar 23.11

& take all necessary 12-10 P.M.

further action as directed on proposition

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—10,000—10-6-14

[G. M. S. 12]

General and Revenue Secretariat.

File No. 233 of 1914. 46

Serial No.	
1	To, The Revenue Commissioner, Registrar, Chief Court, D.G. of Police, Supt. Topographical Survey, Comptroller, Chief Engineer, Conservator of Forests, Excise Commissioner, Senior Surgeon & Sanitary Commissioner, D.G. of Education, State Geologist, Chief Commandant, D.G. of Prisons, Director of Agriculture, Registrar of Co-operative Societies, Presidents of Municipalities, Supt. Govt. Press, Deputy Commissioners of Districts and Secretary, Economic Conference and Secretaries to Govt. No. G. S. 2256-989 dated 23.11.1914. Prescribing a revised form of Confidential report regarding the work done by graded Officers. A draft to the Superintendent Government Press to stock a sufficient number of printed copies of the form for supply to the several offices concerned, an indent is herewith submitted for approval. VS bus 24-11-1914 Issue Mooz 24/11
2	To The Supdt. G. Press. No: G 5380 dated 26.11.14

NOTE—Contn. sheet.

GPB—25,000—2-11-14

Proceedings of the Government of

His Highness the Maharaja of Mysore

Read -

Government order No.G.8089-105 -G.M.346-06-1 dated the 26th June 1907, prescribing the submission of confidential reports regarding the work done by graded officers.

2. G.O.No.G.5986/G.M.258-10-1 dated the 19th April 1911 requiring the submission of such reports in the case of Educational officers of the grades AI and AII and special classes.

ORDER THEREON. - No.

Dated Bangalore, 1914.

The confidential reports prescribed in the Government orders read above, are submitted only in the case of officers of certain Departments named therein. Even in the case of these officers the reports, in the form now adopted, do not sufficiently serve their intended purpose owing to various reasons. The heads of information prescribed are general and inadequate; and the opinions, often laconically recorded by the reporting officers, convey no adequate idea to the Government of the character and work of the officers con-

concerned.

2. With a view to remove these defects and to extend the scope of these confidential reports and to promote their utility, while safeguarding the interests of the officers reported upon, Government are pleased to prescribe the annexed form of report with suitable instructions for preparing the same.

3. A statement showing the reporting officers, the officers to be reported on and the mode of transmission of the reports is also appended hereto for the information and guidance of the officers concerned.

4. These reports should be submitted to Government half-yearly on or before the 20th July and the 20th January of each year. It is requested that the current half year's report may be submitted on the new form.

16.11.14.

Offg.Secretary to Govt.

CONFIDENTIAL.

REPORT ON THE CHARACTER AND WORK OF

Mr......

for the half year ending.....

1. Name of officer reported on.....

2. Rank and pay.....

3. Name of reporting officer.....

4. Time which the officer has served under his orders. } Years. Months.

INSTRUCTIONS.

(1) Instances bearing out the opinions expressed are to be given wherever practicable, especially in the case of questions 2 (II) and (III) and 3 (I).

(2) Anything specially creditable or discreditable to the officer should be mentioned, and all commendations or censures by Government referred to.

(3) If the work on which the officer is employed is specially important or arduous, the fact should be so stated.

(4) If the officer has served under the reporting authority less than six months, the opinion of the officer under whom he has previously served should also be incorporated in the report, care being taken to indicate how far the replies to questions are based on personal knowledge and how far on reports of other officers.

(5) The answers should be written against the printed questions by the reporting officer in his own hand.

NOTE.—When the reports about an officer are so unfavourable as to affect his promotion, the substance of the report may be communicated to him by the Government if they think fit for his explanation and keep a record of the same.

REPORT ON THE CHARACTER AND WORK OF

Mr.....:.....

Years. Months.

Service .... { Total .... / In grade ....

1. Nature of Charge.

I. Extent of charge.

II. Description of work on which the officer has been engaged.

III. Is the work unusually heavy or light? Has any change been effected in this respect on special grounds? If so, what was the reason?

2. Departmental Efficiency.

I. Has he done his work well during the half year?

II. Have supervising officers had occasion to find any serious fault with his work? Refer specifically to any official letters from superior officers praising or censuring him.

III. Are reports, etc., received from him and orders, judgments, etc., passed by him carefully and lucidly prepared and do they show that he is well-qualified and an officer of sound judgment?

3. General Business Habits.

I. Are his relations with those working with him generally cordial, and does he display good temper and tact in dealing with those with whom he is brought into contact?

II. Is his office in good order? Does he habitually delay in dealing with matters which can and ought to be disposed of promptly?

4. Power of Making Arrangements for Business.

Has he shown any originality or initiative in developing the work of the department or office, quoting instances, if any?

5. Knowledge of Procedure and Accounts.

I. Has he such a knowledge of departmental matters, procedure accounts, etc., as to enable him to efficiently control his office?

6. Professional Knowledge.

I. What is your opinion about the officer's ability and attainments?

II. Has he any special acquirements useful to the department in which he is employed or any other?

III. Has he a special aptitude for any particular class of work?

7. General Qualifications.

I. Do you consider him to be zealous and energetic?

II. Is there anything in his work to show that his efficiency as a Government officer is impaired by his constitution or habits?

III. Is he quite straightforward in his official dealings? Does he command the confidence and respect of those who come into official relations with him?

IV Is he strictly sober habits? Generally what is the moral character as well as the reputation of the officer reported upon?

8. Promotions.

If your report is decidedly unfavourable and is likely to result in his promotion being stopped, permanently or temporarily, state the exact grounds on which you consider this step would be justified.

Signature of the Reporting Officer.

Remarks by the Head of the Department.

Department	Officer reported upon	Reporting Officer	Authority To whom reported is Due —
1. Revenue ...	1. Deputy Commissioners.	Revenue Commissioner	Government.
	2. Assistant Commissioners in charge of Sub-Divisions. 3. Assistant Commissioners in charge of District Treasuries. 4. Amildars and Deputy Amildars.	Deputy Commissioner.	Revenue Commissioner.
2. Judicial ...	1. District Judges ... 2. Registrar, Chief Court. 3. Deputy Registrar, Chief Court. 4. Government Advocate.	Chief Court ...	Government.
	5. Sub Judges ... 6. Munsiffs ...	District Judge ...	Chief Court.
3. Police ...	1. Superintendents and Assistant Superintendents of Police attached to Districts.	Deputy Commissioner.	I. G. of Police.
	2. Assistant to the I. G. of Police.	I. G. of Police ...	Government.
4. Survey and Settlement.	1. Deputy Superintendent. 2. Assistant Superintendents. 3. Sub-Assistant Superintendents.	Superintendent ...	Government.
5. Account Department.	1. Deputy Comptroller. 2. Asstt. Comptrollers. 3. Assistant Examiner P. W. and Railway Branch. 4. Chief Superintendents	Comptroller ...	Government.
6. P. W. Department.	1. Superintending Engineers.	Chief Engineer ...	Government.
	2. Executive Engineers.	Superintending Engineer.	Chief Engineer.
	3 Assistant and Sub-Assistant Engineers. 4. Supervisors ...	Executive Engineer (through Superintending Engineer).	Chief Engineer.
7. Forest ...	1. Deputy Conservator. 2. Asst. Conservator ... 3. Sub-Assistant Conservator.	Deputy Commissioner.	Conservator.

Department	Officer reported upon	Reporting Officer	Authority To whom reported is One.
	4. Superintendent, Forest Survey. 5. Officer in charge of Game Preserves. 6. Personal Assistant to Conservator.	Conservator ...	Government.
8. Excise ...	1. Assistant to the Excise Commissioner and I. G. of Registration.	Excise Commissioner and Inspector-General of Registration.	Government.
	2. District Excise Officers.	Deputy Commissioner.	Excise Commissioner.
9. Medical ...	1. Personal Assistant to the Senior Surgeon. 2. Civil Surgeons. ... 3. Assistant ,, ... 4. Specialists ...	Senior Surgeon ...	Government.
	5. Resident Medical Officer, Victoria Hospital; and Assistant Surgeons attached to the Victoria Hospital.	Medical Officer in charge of the Victoria Hospital.	Senior Surgeon.
10. Education ...	1. Principals of Bangalore and Mysore Colleges. 2. Deputy Inspector-General of Education. 3. Circle Inspectors ... 4. Assistant to the Inspector-General of Education. 5. Superintendent, Industrial School Mysore. 6. Superintendent, Engineering School, Mysore. 7. Curator, Oriental Library, Mysore. 8. Superintendent, Maharani's College, Mysore. 9. Superintendent, Mechanical Engineering School, Bangalore.	Inspector-General of Education.	Government.
	10. Educational Officers of Class C. II., in the Bangalore and Mysore Colleges.	Principals of the Colleges.	Inspector-General of Education.
	11. Deputy Inspectors of Schools. 12. Head Masters of High Schools.	Circle Inspectors ...	Government.

Department	Officer reported upon	Reporting Officer	To whom reported (Authority to whom is due)
11. Geological ...	1. Second State Geologist. 2. Assistant Geologists. 3. Registrar ... 4. Inspector and Deputy Inspector of Mines.	State Geologist ...	Government.
12. Military ...	1. Personal Assistant to the Chief Commandant. 2. Chief Veterinary Officer.	Chief Commandant, Mysore State Troops.	Government.
13. Jail ...	Superintendents of Jails, Bangalore and Mysore.	Inspector-General of Prisons.	Government.
14. Department of Agriculture.	Assistant Chemists ...	Director ...	Government.
15. Co-Operative Societies.	Assistant to the Registrar	Registrar ...	Government.
16. Civil Veterinary Department.	Superintendent ...	Revenue Commissioner.	Government.
17. Public Health	Health Officers ... District Sanitary Officers	Deputy Commissioners or Presidents of Municipalities.	Sanitary Commissioner.
18. Municipalities	Whole-time Vice-Presidents other than Honorary Vice-Presidents.	Presidents ...	Government.
19. Government Press.	Assistant Superintendent	Superintendent ...	Government.
20. Economic Conference.	1. Superintendents of selected Groups. 2. Secretaries to the several Committees.	Chairmen of the Committees concerned under whom the Superintendents and Secretaries are respectively working.	Secretary to Government.
21. Secretariats...	1. Deputy Secretary ... 2. Under-Secretaries ... 3. Assistant Secretaries 4. Registrar ...	Secretary ...	Government.

Proceedings of the Government of His Highness the Maharaja of Mysore, General (Miscellaneous), dated 23rd October 1914.

READ—

Government Order No. G. 8089-105—G. M. 346-06-1, dated the 26th June 1907, prescribing the submission of confidential reports regarding the work done by graded officers.

2. Government Order No. G. 5986—G. M. 258-10-1, dated the 19th April 1911, requiring the submission of such reports in the case of Educational officers of the grades AI and AII and special classes.

No. G. 5256-93 fm 233-14-1 DATED BANGALORE, 23rd November 1914.

ORDER THEREON.—The confidential reports prescribed in the Government Orders read above are submitted only in the case of officers of certain Departments named therein. Even in the case of these officers the reports, in the form now adopted, do not sufficiently serve their intended purpose owing to various reasons. The heads of information prescribed are general and inadequate; and the opinions, often laconically recorded by the reporting officers, convey no adequate idea to the Government of the character and work of the officers concerned.

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D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Revenue Commissioner.
The Registrar, Chief Court.
The Inspector-General of Police.
The Superintendent, Mysore Revenue Survey.
The Comptroller.
The Chief Engineer and *Ex-officio* Commissioner of Stamps.
The Conservator of Forests.
The Excise Commissioner.
The Senior Surgeon and Sanitary Commissioner.
The Inspector-General of Education.
The State Geologist.
The Chief Commandant, Mysore State Troops.
The Inspector-General of Prisons.
The Director of Agriculture.
The Registrar of Co-operative Societies.
The Presidents of Municipalities.
The Superintendent, Government Press.
The Deputy Commissioners of Districts.
The Secretary, Economic Conference.
The Secretaries to Government.

Exd.—C. R.

CONFIDENTIAL.

24-11
14
12

REPORT ON THE CHARACTER AND WORK OF

Mr......

for the half year ending.....

1. Name of officer reported on.....

2. Rank and pay.....

3. Name of reporting officer.....

4. Time which the officer has served under his orders. } Years. Months.

24/11

INSTRUCTIONS.

(1) Instances bearing out the opinions expressed are to be given wherever practicable, especially in the case of questions 2 (II) and (III) and 3 (I).

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4/11

REPORT ON THE CHARACTER AND WORK OF

Mr.....

Years. Months.

Service .... { Total .... / In grade ....

1. Nature of Charge.

I. Extent of charge.

II. Description of work on which the officer has been engaged.

III. Is the work unusually heavy or light? Has any change been effected in this respect on special grounds? If so, what was the reason?

2. Departmental Efficiency.

I. Has he done his work well during the half year?

II. Have supervising officers had occasion to find any serious fault with his work? Refer specifically to any official letters from superior officers praising or censuring him.

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I. Has he such a knowledge of departmental matters, procedure, accounts, etc., as to enable him to efficiently control his office?

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I. Do you consider him to be zealous and energetic?

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IV. Is he of strictly sober habits? Generally what is the moral character as well as the reputation of the officer reported upon?

8. Promotions

If your report is decidedly unfavourable and is likely to result in his promotion being stopped, permanently or temporarily, state the exact grounds on which you consider this step would be justified.

Signature of the Reporting Officer.

Remarks by the Head of the Department.

24/11

Department	Officer reported upon	Reporting Officer	Authority to whom report is due
1. Revenue ...	1. Deputy Commissioners.	Revenue Commissioner	Government.
	2. Assistant Commissioners in charge of Sub-Divisions. 3. Assistant Commissioners in charge of District Treasuries. 4. Amildars and Deputy Amildars.	Deputy Commissioner.	Revenue Commissioner.
2. Judicial ...	1. District Judges ... 2. Registrar, Chief Court. 3. Deputy Registrar, Chief Court. 4. Government Advocate.	Chief Court ...	Government.
	5. Sub Judges ... 6. Munsiffs ...	District Judge ...	Chief Court.
3. Police ...	1. Superintendents and Assistant Superintendents of Police attached to Districts.	Deputy Commissioner.	I. G. of Police.
	2. Assistant to the I. G. of Police.	I. G. of Police ...	Government.
4. Survey and Settlement.	1. Deputy Superintendent. 2. Assistant Superintendents. 3. Sub-Assistant Superintendents.	Superintendent ...	Government.
5. Account Department.	1. Deputy Comptroller. 2. Asstt. Comptrollers. 3. Assistant Examiner P. W. and Railway Branch. 4. Chief Superintendents	Comptroller ...	Government.
6. P. W. Department.	1. Superintending Engineers.	Chief Engineer ...	Government.
	2. Executive Engineers.	Superintending Engineer.	Chief Engineer.
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Department	Officer reported upon	Reporting Officer	Authority to whom report is due
	4. Superintendent, Forest Survey. 5. Officer in charge of Game Preserves. 6. Personal Assistant to Conservator.	Conservator ...	Government.
8. Excise ...	1. Assistant to the Excise Commissioner and I. G. of Registration,	Excise Commissioner and Inspector-General of Registration.	Government.
	2. District Excise Officers.	Deputy Commissioner.	Excise Commissioner.
9. Medical ...	1. Personal Assistant to the Senior Surgeon. 2. Civil Surgeons. ... 3. Assistant ,, ... 4. Specialists ...	Senior Surgeon ...	Government.
	5. Resident Medical Officer, Victoria Hospital; and Assistant Surgeons attached to the Victoria Hospital.	Medical Officer in charge of the Victoria Hospital.	Senior Surgeon.
10. Education ...	1. Principals of Bangalore and Mysore Colleges. 2. Deputy Inspector-General of Education. 3. Circle Inspectors ... 4. Assistant to the Inspector-General of Education. 5. Superintendent, Industrial School Mysore. 6. Superintendent, Engineering School, Mysore. 7. Curator, Oriental Library, Mysore. 8. Superintendent, Maharani's College, Mysore. 9. Superintendent, Mechanical Engineering School, Bangalore.	Inspector-General of Education.	Government.
	10. Educational Officers of Class C. II., in the Bangalore and Mysore Colleges.	Principals of the Colleges.	Inspector-General of Education.
	11. Deputy Inspectors of Schools. 12. Head Masters of High Schools.	Circle Inspectors	Government

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14. Department of Agriculture.	Assistant Chemists ...	Director ...	Government.
15. Co-Operative Societies.	Assistant to the Registrar	Registrar ...	Government.
16. Civil Veterinary Department.	Superintendent ...	Revenue Commissioner.	Government.
17. Public Health	Health Officers ... District Sanitary Officers	Deputy Commissioners or Presidents of Municipalities.	Sanitary Commissioner.
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20. Economic Conference.	1. Secretaries to the several Committees. 2. Superintendents of selected Groups.	Chairmen of the Committees concerned under whom the Superintendents and Secretaries are respectively working.	Secretary to the Economic Conference.
21. Secretariats...	1. Deputy Secretary ... 2. Under-Secretaries ... 3. Assistant Secretaries 4. Registrar ...	Secretary ...	Government.

1914-15

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 23-11-*November 1914*

No. G. 5256-99
G. M. 283-14-1

Prescribing a revised form of confidential reports regarding the work done by graded officers, with suitable instructions for preparing the same.

24/11

11-14—400

24 40 Urgent Copies
Please print 40 ₹50 Sipreed
P.B.37
₹ 23.11.14

Proceedings of the Government of His Highness the Maharaja of Mysore, General (Miscellaneous), dated 23rd November 1914.

READ—

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2. Government Order No. G. 5986—G. M. 258-10-1, dated the 19th April 1911, requiring the submission of such reports in the case of Educational officers of the grades AI and AII and special classes.

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Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Revenue Commissioner.
The Registrar, Chief Court.
The Inspector-General of Police.
The Superintendent, Mysore Revenue Survey.
The Comptroller.
The Chief Engineer and *Ex-officio* Commissioner of Stamps.
The Conservator of Forests.
The Excise Commissioner.
The Senior Surgeon and Sanitary Commissioner.
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The Secretaries to Government.

Exd.—C. R.

CONFIDENTIAL.

REPORT ON THE CHARACTER AND WORK OF

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for the half year ending.....

1. Name of officer reported on.....

2. Rank and pay.....

3. Name of reporting officer.....

4. Time which the officer has served under his orders. | Years. Months.

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Mr.....

Years. Months.

Service .... { Total .... / In grade ....

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2. Departmental Efficiency.

I. Has he done his work well during the half year?

II. Have supervising officers had occasion to find any serious fault with his work? Refer specifically to any official letters from superior officers praising or censuring him.

III. Are reports, etc., received from him and orders, judgments, etc., passed by him carefully and lucidly prepared and do they show that he is well-qualified and an officer of sound judgment?

3. General Business Habits.

I. Are his relations with those working with him generally cordial, and does he display good temper and tact in dealing with those with whom he is brought into contact?

II. Is his office in good order? Does he habitually delay in dealing with matters which can and ought to be disposed of promptly?

4. Power of Making Arrangements for Business.

Has he shown any originality or initiative in developing the work of the department or office, quoting instances, if any?

5. Knowledge of Procedure and Accounts.

I. Has he such a knowledge of departmental matters, procedure, accounts, etc., as to enable him to efficiently control his office?

6. Professional Knowledge.

I. What is your opinion about the officer's ability and attainments?

II. Has he any special acquirements useful to the department in which he is employed or any other?

III. Has he a special aptitude for any particular class of work?

7. General Qualifications.

I. Do you consider him to be zealous and energetic?

II. Is there anything in his work to show that his efficiency as a Government officer is impaired by his constitution or habits?

III. Is he quite straightforward in his official dealings? Does he command the confidence and respect of those who come into official relations with him?

IV. Is he of strictly sober habits? Generally what is the moral character as well as the reputation of the officer reported upon?

8. Promotions.

If your report is decidedly unfavourable and is likely to result in his promotion being stopped, permanently or temporarily, state the exact grounds on which you consider this step would be justified.

Signature of the Reporting Officer.

Remarks by the Head of the Department.

Department	Officer reported upon	Reporting Officer	Authority to whom report is due
1. Revenue ...	1. Deputy Commissioners.	Revenue Commissioner	Government.
	2. Assistant Commissioners in charge of Sub-Divisions.	Deputy Commissioner.	Revenue Commissioner.
	3. Assistant Commissioners in charge of District Treasuries.		
	4. Amildars and Deputy Amildars.		
2. Judicial ...	1. District Judges ...	Chief Court ...	Government.
	2. Registrar, Chief Court.		
	3. Deputy Registrar, Chief Court.		
	4. Government Advocate.		
	5. Sub-Judges ...	District Judge ...	Chief Court.
	6. Munsiffs ...		
3. Police ...	1. Superintendents and Assistant Superintendents of Police attached to Districts.	Deputy Commissioner.	I.-G. of Police.
	2. Assistant to the I.-G. of Police.	I.-G. of Police ...	Government.
4. Survey and Settlement.	1. Deputy Superintendent.	Superintendent ...	Government.
	2. Assistant Superintendents.		
	3. Sub-Assistant Superintendents.		
5. Account Department.	1. Deputy Comptroller.	Comptroller ...	Government.
	2. Asst. Comptrollers.		
	3. Assistant Examiner P. W. and Railway Branch.		
	4. Chief Superintendents		
6. P. W. Department.	1. Superintending Engineers.	Chief Engineer ...	Government.
	2. Executive Engineers.	Superintending Engineer.	Chief Engineer.
	3 Assistant and Sub-Assistant Engineers.	Executive Engineer (through Superintending Engineer).	Chief Engineer.
	4. Supervisors ...		
7. Forest ...	1. Deputy Conservator.	Deputy Commissioner.	Conservator.
	2. Asst. Conservator ...		
	3. Sub-Assistant Conservator.		

Department	Officer reported upon	Reporting Officer	Authority to whom report is due
	4. Superintendent, Forest Survey. 5. Officer in charge of Game Preserves. 6. Personal Assistant to Conservator.	Conservator ...	Government.
	1. Assistant to the Excise Commissioner and I.-G. of Registration.	Excise Commissioner and Inspector-General of Registration.	Government.
	2. District Excise Officers.	Deputy Commissioner.	Excise Commissioner.
9. Medical ...	1. Personal Assistant to the Senior Surgeon. 2. Civil Surgeons. ... 3. Assistant ,, ... 4. Specialists ...	Senior Surgeon ...	Government.
	5. Resident Medical Officer, Victoria Hospital; and Assistant Surgeons attached to the Victoria Hospital.	Medical Officer in charge of the Victoria Hospital.	Senior Surgeon.
10. Education ...	1. Principals of Bangalore and Mysore Colleges. 2. Deputy Inspector-General of Education. 3. Circle Inspectors ... 4. Assistant to the Inspector-General of Education. 5. Superintendent, Industrial School Mysore. 6. Superintendent, Engineering School, Mysore. 7. Curator, Oriental Library, Mysore. 8. Superintendent, Maharani's College, Mysore. 9. Superintendent, Mechanical Engineering School, Bangalore.	Inspector-General of Education.	Government.
	10. Educational Officers of Class C. II., in the Bangalore and Mysore Colleges.	Principals of the Colleges.	Inspector-General of Education.
	11. Deputy Inspectors of Schools. 12. Head Masters of High Schools.	Circle Inspectors ...	Government.

Department	Officer reported upon	Reporting Officer	Authority to whom report is due
11. Geological ...	1. Second State Geologist. 2. Assistant Geologists. 3. Registrar ... 4. Inspector and Deputy Inspector of Mines.	State Geologist	Government.
12. Military	1. Personal Assistant to the Chief Commandant. 2. Chief Veterinary Officer.	Chief Commandant, Mysore State Troops.	Government.
13. Jail ...	Superintendents of Jails, Bangalore and Mysore.	Inspector-General of Prisons.	Government.
14. Department of Agriculture.	Assistant Chemists ...	Director ...	Government.
15. Co-operative Societies.	Assistant to the Registrar	Registrar ...	Government.
16. Civil Veterinary Department.	Superintendent ...	Revenue Commissioner.	Government.
17. Public Health	Health Officers ... District Sanitary Officers	Deputy Commissioners or Presidents of Municipalities.	Sanitary Commissioner.
18. Municipalities	Whole-time Vice-Presidents other than Honorary Vice-Presidents.	Presidents ...	Government.
19. Government Press.	Assistant Superintendent	Superintendent ...	Government.
20. Economic Conference.	1. Secretaries to the several Committees. 2. Superintendents of selected groups.	Chairmen of the Committees concerned under whom the Superintendents and Secretaries are respectively working.	Secretary to the Economic Conference.
21. Secretariats...	1. Deputy Secretary ... 2. Under-Secretaries ... 3. Assistant Secretaries 4. Registrar ...	Secretary ...	Government.

CONFIDENTIAL.

1914-15

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 23rd November 1914

No. G. 5256-93
G. M. 283-14-1

Prescribing a revised form of confidential reports regarding the work done by graded officers, with suitable instructions for preparing the same.

GPB—25-11-14—500

19 . 29

From

Secy. to the Govt. of His Highness
The Maharaja of Mysore,
Genl. and Rev. Dept.

To The Superintendent
Govt. Press-

Dated

Despatched 26th Nov. 1914

Received

General No. G 5380

No. Fm 233-14-2

Enclosure No.

With reference to
G.O. no. G 5256-93-
G.M 233-14-1 date
23-11-1914, prescrib
-ing a revised for
of Confidential re
ports regarding the
work done by grade
officers, with Suitab
instructions for pre
paring the same,
has the honor to

GPB—20,000—24-10-10.

good as to stock a sufficient number of spare copies of the form and supply them to the officers concerned on indent.

By order

MSR
24/11

For Offg. Secretary to Govt.

Memo no G 5381-417 D/26.11.14.

A copy of the above is forwarded to for information

Here enter the several officers addressed in the G.O of the 28th Nov. 1914.

By Order

MSR
24/11

For Offg Secy

From

D.M.Narasinga Rao, Esq., B.A., B.L.,
Offg: Secy: to Govt. General &
Revenue Departments, Bangalore.

To

C. H. Yates, Esq.,
Superintendent, Govt: Press
Bangalore.

Dated 25th November 1914.

Gl. No.

With reference to G.O. No. G. 5256-93-G.M.233-14-1 dated 23rd Nov. 1914, prescribing a revised form of confidential reports regarding the work done by graded officers, with suitable instructions for preparing the same, has the honour to request him to be so good as to stock a sufficient number of spare copies of the form and supply them to the officers concerned on indent.

" By Order "

Offg: Secy. to Govt.

M E M O No.

A copy of the above is forwarded to

for information.

"By Order"

For Offg: Secy: to Govt.